Docket Report
(For Trustees and Attorneys)

This lesson describes the public Docket Report, sometimes called a Docket Sheet, and how it can be generated.

> **Internet users will access CM/ECF through PACER and will use two different sets of logins and passwords; one for CM/ECF filing and the other for PACER access to queries and reports.**
>
> **This module will assume that the Internet user has accessed the court's web site with their court assigned CM/ECF login and password.**

STEP 1   Click on the <u>Reports</u> hyperlink on the CM/ECF Main Menu **(See Figure 1)**

Figure 1

STEP 2   The **REPORTS** screen displays with a list of reports that can be generated **(See Figure 2)**
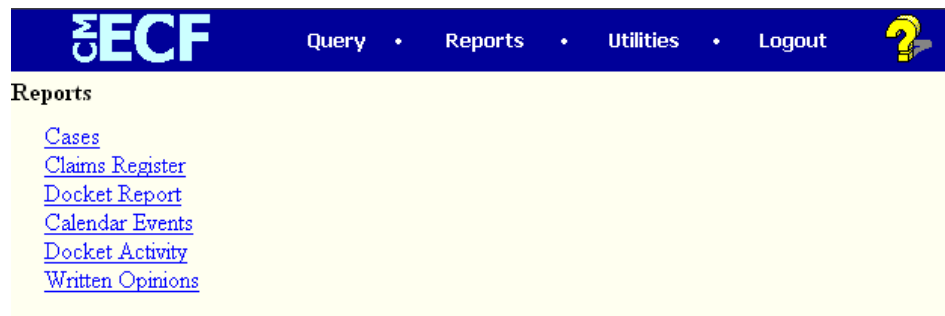

Figure 2

· Click on the <u>Docket Report</u> hyperlink.

STEP 3   The **PACER LOGIN** screen displays **(See Figure 3)**

Figure 3

NOTE: The Public Access to Court Electronic Records (PACER) program provides access to CM/ECF users. Logins and passwords can be issued by registration with the PACER Service Center. Current PACER logins and passwords will be accepted by the CM/ECF system. Note the information that is provided to the user on the screen above.

·   Enter your PACER assigned **Login** and **Password** (These fields are case sensitive).

·   Enter the **Client Code**. This optional field is used for billing by PACER users. The data will be included in PACER billing reports.

NOTE: If you click in the **Make this my default PACER login** box, your login will automatically appear each time you attempt to access PACER. If you click on the **[Reset]** button, all entries will be cleared. To change the client code within a session, go to Change Client Code under the Utilities Menu.

·   Click on the **[Login]** button.

STEP 4   The **DOCKET SHEET** selection screen displays. **(See figure 4)**

Figure 4

- The following fields are available for selecting/entering criteria for generating the Docket Report.

    - **Case Number** – The number of the last case you accessed during the current CM/ECF session appears automatically. Type another case number if you want to view the docket report for a different case. This is a required field.

    - **Entered/Filed** – To limit which entries are shown by date, select either "Entered" (when the entry was recorded by the court in CM/ECF) or "Filed" (when the document was filed).

      Enter the start and stop date in the format mm/dd/yy or mm/dd/yyyy.

      You can enter a start date with no end date, which will include all entries from the date specified onward, or you can enter an end date with no start date, which will include all entries up to the specified date. If no dates are entered, all entries will be selected.

    - **Documents** – To limit entries by document number, enter the beginning and ending numbers. This feature enables users to be charged only for the desired data on large cases.

    - **Include terminated parties** – A check mark in this box will include any parties that have been terminated from the case. Uncheck the box to show only current parties in the case.

    - **Include links to Notice of Electronic Filing** – A check mark in this box will cause the docket sheet to include a "silver ball" link back to a copy of the Notice of Electronic Filing that was created when the event was originally filed.

· Preferred format:

> **HTML** – Format for Netscape or other ISP (Internet Service Provider) e-mail service. Hyperlink provided.
>
> OR
>
> **TEXT** – Format for cc:Mail, GroupWise, or other non-ISP e-mail service. Hyperlink <u>will not</u> be provided.

· **Sort by** – This selection allows you to sort the entries in the report by:

> Oldest date first
> Most recent date first
> Document number ascending
> Document number descending

These selections can affect the number of pages displayed and PACER charges and may be changed if you are interested only in the most current activity.

· The **[Clear]** button will reset all fields to their default values.

· After entering your criteria, click on the **[Run Report]** button.

STEP 5   The **DOCKET REPORT** is displayed. **(See Figure 5a)**
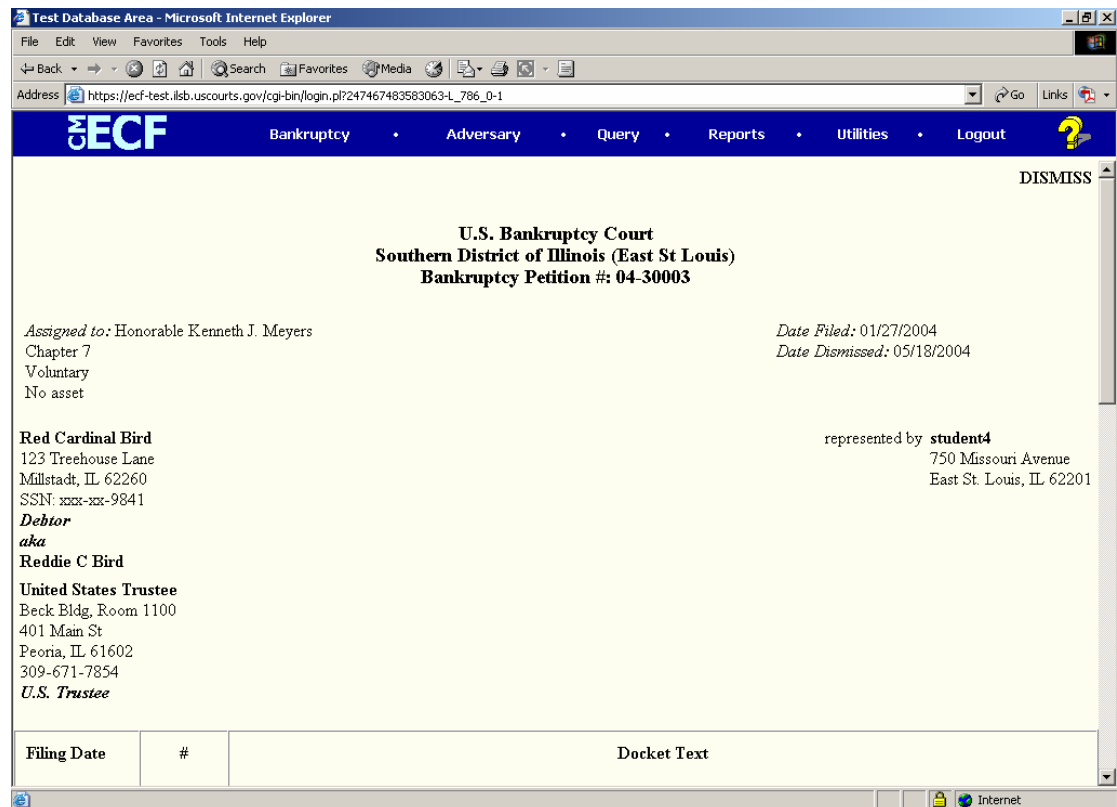
Figure 5a

NOTE: Any "Case Flags" pertaining to the status of the case will be displayed at the top-right corner of the report. This particular case has one (1) flag indicating that case has been dismissed.

· Clicking on a "blue" document number hyperlink from the docket report will <u>first</u> display a transaction receipt indicating a billable amount if the user decides to accept the charges and view the PDF document. **(See Figure 5b)**

Figure 5b

NOTE: The opportunity to review charges **FIRST** applies to PDF documents only.

· If you choose to accept the charges, click on the **[View Document]** button to view the associated PDF document and the selected document will be displayed. **(See Figure 5c)**

UNITED STATES BANKRUPTCY COURT
SOUTHERN DISTRICT OF ILLINOIS

IN RE: John Doe and Jane Doe   )   Chapter 13
        xxx-xx-0000; xxx-xx-0001   )
        Debtor(s) (hereafter "Debtor").   )   Case No: 05-30000

_____ ORIGINAL // _____ AMENDED CHAPTER 13 PLAN AND
NOTICE FIXING TIME TO OBJECT (FOR CASES FILED AFTER 10/16/05)

_____Unless checked here, this Plan is the standard Plan. Any deviation or change in the standard plan language must be included and detailed in number 16 of the plan below.

You should read this Plan carefully and discuss it with your attorney. Confirmation of this Plan by the Bankruptcy Court may modify your rights by providing for payment of less than the full amount of your claim, by setting the value of the collateral securing your claim, and/or by setting the interest rate payable on your claim.

NOTICE FIXING TIME TO OBJECT: Any objection to the Plan must be filed with the Court, and served on the Debtor, Debtor's counsel (if any), and the Chapter 13 Trustee. In the case of an original plan, the objection must be filed and served within 20 days after the first scheduled date of the meeting of creditors pursuant to Section 341 of the bankruptcy code. In the case of an amended plan, the objection must be filed and served within 20 days after the date of filing of the amended plan or motion to amend. Absent objections, the Court may confirm/approve this Plan without further hearing. The Local Rules and the Court's Instructions For Use of Standard Plan should be consulted for every plan as they contain instructions and definitions that are crucial to understanding this plan. The Local Rules and the Court's Instructions for Use of the Standard Plan can be found at the court's website at http://www.ilsb.uscourts.gov/.

IMPORTANT NOTICE TO SECURED CREDITORS:
        a. YOU MUST SHOW PROOF OF LIEN PERFECTION AT THE TIME YOUR CLAIM IS FILED AND YOU MUST MAIL SUCH PROOF TO ALL INTERESTED PARTIES PURSUANT TO

Figure 5c

· After viewing the PDF document, you can print or save the document and then either click on the **[Back]** icon of your Internet browser's tool bar or close Acrobat Reader to return to the previously displayed screen.

NOTE: DO NOT exit out of your document reader by using the Close "**X**" button at the top-right corner of your screen. This will exit you out of CM/ECF.

· A separate Transaction Receipt will be displayed at the end of the docket report indicating the number of billable pages for the report. **(See Figure 5d)**

Figure 5d